



AN AASIS TRAINING GUIDE

Accounts Receivable

Invoice Processing

ASC Course Code ARIP

CHAPTER 1



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COURSE OBJECTIVES

Participants will demonstrate an overall understanding of the Accounts Receivable processes in AASIS.

Participants will successfully:

- Display customer master data
- Enter a customer invoice
 - ✓ Containing one line item and no sales tax
 - ✓ Containing one line item and applicable sales tax
- Enter a customer Invoice and Credit Memo
 - ✓ Post Parked Document
 - ✓ Print Program
- Display customer line items
- Display documents
- Print periodic account statements
- Clear customer accounts
- Dunn customer accounts
- Enter Other Customer Invoice Processing
 - ✓ Invoice with a reference
 - ✓ Invoice with an account assignment template
 - ✓ Create an account assignment template
 - ✓ Enter data for a recurring posting
- Run A/R reports
- Print customer invoice and credit memo



COURSE TOPICS

- 1. Basic Overview Of Master Data And It's Relationship To Accounts Receivable Processing**
- 2. Standard Customer Invoice and Credit Memo Processing**
- 3. Dunning Customer Accounts**
- 4. Clearing Customer Accounts**
- 5. Other Customer Invoicing Processes**
- 6. Accounts Receivable Reports**
- 7. Documents and Printing**





THE AASIS DESIGN

WHAT IS ACCOUNTS RECEIVABLE?

**ACCOUNTS RECEIVABLE IS A
MODULE WITHIN AASIS USED
TO RECORD AMOUNTS DUE
(POSTINGS)
TO AGENCIES FROM
CUSTOMERS.**





What You Must ALWAYS Remember When Posting Accounts Receivable (AR) Data In AASIS...

Every AR Posting Triggers Additional Postings That You WON'T See!!!

THE AASIS DESIGN



AASIS Is A Highly Complex Database Which Stores A Variety Of Important Financial Business Data In Multiple Tables.

These Table Structures Are Linked Together (Integrated), Enabling Agencies To Create:

- **Accurate Financial Reporting Information (Statewide & Agency Specific)**
- **Accurate Derivations Of Accounting Information When Executing Daily Business Transactions**





THE AASIS DESIGN

As An AASIS Accounts Receivable User, It Is Critical For You To Understand The Relationship Of Master Data To The Actions (Transactions) You Will Be Performing.

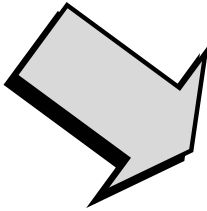
**YOUR CHOICES DETERMINE THE ACCURACY OF
YOUR AGENCY'S ACCOUNTS RECEIVABLE
DATA!**





AASIS MASTER DATA

The AASIS Master Data Elements MOST Important For You



- *To REMEMBER*
- *To UNDERSTAND*
- *To USE CORRECTLY*

1. BUSINESS AREA
2. COST CENTER
3. FUND/FUNDS CENTER
4. GENERAL LEDGER ACCOUNTS
5. CUSTOMER MASTER



AASIS MASTER DATA

MASTER DATA ELEMENTS WHAT THEY ARE AND HOW AASIS USES THEM

The BUSINESS AREA (BA) Is A Unique 4 Digit Number In AASIS That Identifies Your Agency's Financial Data.

SYSTEM USES FOR BUSINESS AREA MASTER DATA

- **A Required Field In The Completion Of Business Transactions**
 - **A System Edit Within Some Transactions – Stops You From Finishing A Transaction Until You Input The 4 Digit Number And Press “Enter”**
 - **A Selection Criteria Enabling The Use Of Agency (BA) Managerial Reporting Tools**
-



AASIS MASTER DATA

MASTER DATA ELEMENTS

WHAT THEY ARE AND HOW AASIS USES THEM

The **COST CENTER** Is A Unique 6 Digit Number In AASIS That Collects Financial Data Based On The Physical Structure (Locations And/Or Divisions) Within An Agency. The Cost Center Is A Part Of The AASIS Controlling Module.

SYSTEM USES FOR COST CENTER MASTER DATA

- Creates Derivations Of Financial Data Within Business Transactions (**REMEMBER THIS!**)
- Enables Management Personnel At ALL Hierarchical Levels To Monitor Agency Revenues And/Or Expenses
- Integrates With Business Area Fund/Funds Center Information (**REMEMBER THIS!**)



AASIS MASTER DATA

MASTER DATA ELEMENTS

WHAT THEY ARE AND HOW AASIS USES THEM

The FUND Is A 7 Digit Code Representing A “Pool” Of Money Owned By An Agency, Although Some Of The Money May NOT Be Available To Spend. (This Concept Is Similar To A Bank Account.)

The FUNDS CENTER Represents The Agency’s Legal Authority To Spend Money (Appropriation).

FUND AND FUNDS CENTER Are Located In The Funds Management Module.

SYSTEM USES FOR Fund/Funds Center MASTER DATA

- **Derives From The Cost Center Entered By Users In Business Transactions (REMEMBER THIS!)**
- **Enables Cash-Basis Reporting**
- **Prevents Over Spending By Blocking The Completion Of Financial Transactions When Money Is Not Available**

1. The Funds Management Module Creates Budgetary Control To Validate Spending Authorization And To Enable Cash-Basis Reporting.
2. Fund Is Also Used In The Accounts Receivable, Accounts Payable and General Ledger Modules To Determine The Amount Of Cash Available To Spend, Which Is Completely Unrelated To Budget.



AASIS MASTER DATA

MASTER DATA ELEMENTS WHAT THEY ARE AND HOW AASIS USES THEM

The GENERAL LEDGER Is The STATEWIDE CHART OF ACCOUNTS,
Commonly Referred To As GL Accounts.

SYSTEM USES FOR GENERAL LEDGER MASTER DATA

- Captures State And Agency Financial Postings Using 6 Primary Financial Categories (CAFR – Reporting)
- Contains The List Of Individual Account Types Used In Transactions To Record Your Agency's Financial Data In AASIS
- Contains Some Accounts Identified As Reconciliation Accounts.

In AR, A Reconciliation Account links the Customer Sub-Ledger to the General Ledger.



AASIS MASTER DATA

MASTER DATA ELEMENTS **WHAT THEY ARE AND HOW AASIS USES THEM**

GL Account Categories

- ASSETS
- LIABILITIES
- EQUITY
- REVENUE
- EXPENSE
- OTHER SOURCES

Each Of These Account Categories Is Identified In AASIS Through Account NUMBER Assignments



AASIS MASTER DATA

MASTER DATA ELEMENTS

WHAT THEY ARE AND HOW AASIS USES THEM

ORGANIZATION OF THE “GENERAL LEDGER ACCOUNT NUMBER ASSIGNMENTS”

- The GL Account Number Is A 10 Digit Number.
- The GL Account Category Is Defined By The First Digit Of The Account Number.

<u>Account Category</u>		<u>Account Number</u>
ASSETS	→	1#####
LIABILITIES	→	2#####
EQUITY	→	3#####
REVENUE	→	4#####
EXPENSE	→	5#####
OTHER SOURCES	→	6#####



AASIS MASTER DATA

MASTER DATA ELEMENTS WHAT THEY ARE AND HOW AASIS USES THEM

ORGANIZATION OF THE “GL INDIVIDUAL ACCOUNT NUMBER ASSIGNMENTS”

- Each GL Account Category Contains Various Individual Accounts.
- Individual Revenue Accounts Are Further Defined By The Second and Third Digit In The Account Number.

<u>Account Category</u>		<u>Individual Account Number</u>
ASSETS	→	1#####
LIABILITIES	→	2#####
EQUITY	→	3#####
REVENUE	→	4#####
EXPENSE	→	5#####
OTHER SOURCES	→	6#####



AASIS MASTER DATA

MASTER DATA ELEMENTS WHAT THEY ARE AND HOW AASIS USES THEM

UNDERSTANDING THE ACCOUNTS RECEIVABLE GL ACCOUNTS

Customer Accounts Receivables Will Always Post To A
Revenue GL Account Or An Other Sources GL Account.

Revenue Accounts Are Further Defined By 3 Specific
Types Of Revenue.

AR Revenue Accounts

Individual Account Number

GENERAL REVENUE



401#####

SPECIAL REVENUE



{ 402##### 3% Fee
403##### 1.5% Fee

OTHER REVENUE



{ 404#####
405#####

AASIS Support Center
Revised September, 2005

Stop! Think! Remember!

1 - 19

1. **General Revenue** accounts are comprised largely of tax collections. These accounts will ALWAYS be deposited to **FUND AGA0000**, **BUSINESS AREA 0610** and **COST CENTER 383359**. REMEMBER THIS!
2. **Special Revenue** are monies designated as Special revenue by the Legislature. These funds are receipted to the agency fund and then transferred daily to **FUND ASA0000** by the State Treasurer. At the end of each month Special Revenues are then distributed back to the agency fund at a reduced amount based on the corresponding fees. **402** accounts are charged a **3%** fee and **403** accounts are charged a **1.5%** fee.
3. **Other Revenues** identify other revenue sources including Federal Funds. These revenues are deposited to the Agency Fund and become available for use as soon as they have **cleared**.



AASIS MASTER DATA

MASTER DATA ELEMENTS

WHAT THEY ARE AND HOW AASIS USES THEM

UNDERSTANDING THE ACCOUNTS RECEIVABLE GL ACCOUNTS

Customer Accounts Receivables Will Always Post To A Revenue GL Account Or An Other Sources GL Account.

Other Sources Accounts Capture Refunds To Expenditures And Inter/Intra Agency Transfers In.

AR Other Sources Accounts

OTHER SOURCES



Account Number

6#####



AASIS MASTER DATA

MASTER DATA ELEMENTS

WHAT THEY ARE AND HOW AASIS USES THEM

A CUSTOMER MASTER Is A STATEWIDE INDIVIDUAL CUSTOMER ACCOUNT Established For The Accounts Receivable Business Processes Performed In AASIS.

SYSTEM USES FOR CUSTOMER MASTER DATA

- **Contains Customer Data – Name, Address, Phone Number, etc**
- **Links The Customer Account In The Subsidiary Ledger To The Reconciliation Account In The General Ledger (REMEMBER THIS!)**
- **Contains The Customer Accounting Information— Payment Terms, Bank Information, Dunning... (REMEMBER THIS!)**

Some Customer Master Record information defaults into customer documents.

Note: AASIS Documents are discussed later in this chapter.



AASIS MASTER DATA

MASTER DATA ELEMENTS **WHAT THEY ARE AND HOW AASIS USES THEM**

CUSTOMER MASTER ACCOUNT GROUPS

- **ARKANSAS STANDARD CUSTOMER**
- **ARKANSAS STATE AGENCIES**
- **DIS CUSTOMERS**

**Each Of These
Account Groups Is
Identified In AASIS
Through Account
NUMBER
Assignments**

Customer Account Groups are **NOT** Vendors! The difference?

1. A **VENDOR** is an entity whom the **STATE** pays.
2. A **CUSTOMER** pays the **State**.



AASIS MASTER DATA

MASTER DATA ELEMENTS

WHAT THEY ARE AND HOW AASIS USES THEM

ORGANIZATION OF THE “CUSTOMER ACCOUNT NUMBER ASSIGNMENTS”

- The Customer Account Number Is A 9 Digit Number.
- The Customer Account Group Is Defined By The First Digit Of The Account Number.

Customer Account Group

Account Number

STANDARD CUSTOMER



6#####

STATE AGENCIES



9#####

DIS



4#####



AASIS MASTER DATA

MASTER DATA ELEMENTS

WHAT THEY ARE AND HOW AASIS USES THEM

ORGANIZATION OF THE “CUSTOMER ACCOUNT NUMBER ASSIGNMENTS”

- **The Customer Account Number Is A 9 Digit Number.**
- **The Customer Account Group Is The Basis For The Account Number Assignment.**

<u>Customer Category</u>	<u>Account Number</u>
STANDARD CUSTOMER	6##### ➔ Internally Assigned
STATE AGENCY	998##### ➔ Externally Assigned
DIS	4##### ➔ Externally Assigned

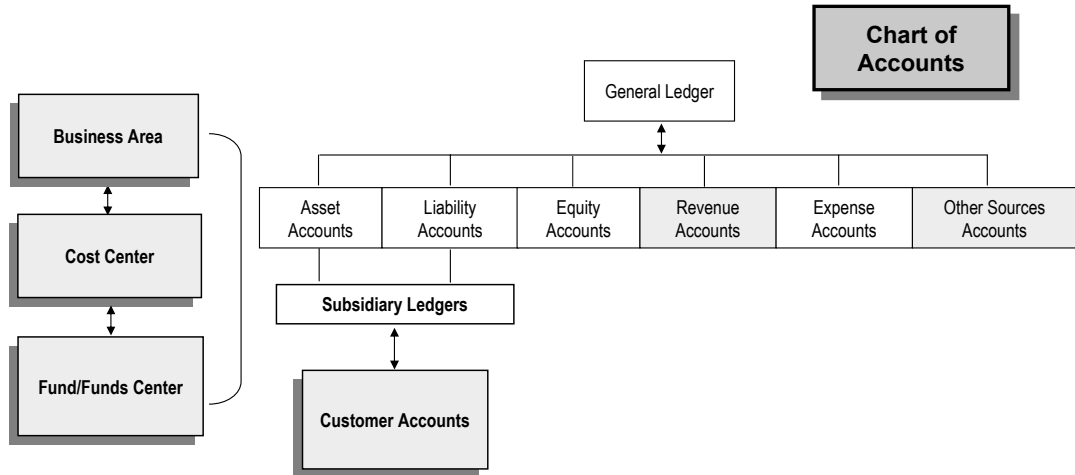
Central Personnel In DFA Are The Only Users Authorized To Create Customer Master Accounts.

1. Standard Customer Numbers are system generated (internally assigned) as they are created by Central Personnel in DFA. (Example: 600000025)
2. State Agency Customer Numbers are externally assigned (by a person) as they are created. The 4th, 5th, 6th and 7th digits are the AASIS Business Area number and the last 2 digits allow for multiple business addresses. (Example: 998061001)
3. DIS Customer Numbers are externally assigned (via Interface) as they are created. The 2nd, 3rd, 4th and 5th digits are the AASIS Business Area number and the last 4 digits are the AU numbers from the DIS MONIES system. (Example: 406101234) This Account Group is used ONLY by Business Area 0470.

AASIS MASTER DATA

**REMEMBER!
UNDERSTAND!
USE CORRECTLY!**

LET'S REVIEW!



AASIS Support Center
Revised September, 2005

Stop! Think! Remember!

1 - 25

1. Business Area – A unique 4 digit code used in AASIS to identify, store and retrieve an agency's business financial data.
2. Cost Center – A unique 6 digit code used in AASIS to derive a business area's financial data in AR transactions and to collect financial reporting data for a business area. The Cost Center is located in the AASIS Controlling Module.
3. Fund – A unique 7 digit code representing a "pool" of money owned by an agency, although some of the money may not be available to spend.
4. Funds Center – Represents the Agency's Legal Authority to spend money (appropriation).
5. General Ledger – Comprised of 6 primary financial categories, this *Chart of Accounts* is used to capture Statewide and Business Area financial posting information.

Individual GL Accounts contain the **detailed** financial posting information for a business area. This information is located in the AASIS General Ledger Module.

6. Reconciliation Accounts – Summarize the individual customer accounts to the General Ledger.
7. Customer Master – The statewide individual customer accounts for Accounts Receivable business transactions, the Customer Account links to a subsidiary journal in the General Ledger.

AASIS MASTER DATA

REMEMBER!
UNDERSTAND!
USE CORRECTLY!

LET'S REVIEW!

1. What Are The 5 Most Important Master Data Elements?
2. What Master Data Elements Derive Financial Information When Completing Business Transactions In AASIS?
3. What Master Data Element Stores Financial Information Regarding Revenues And/Or Expenses For Managers?
4. What Master Data Element Represents Available Monies?
5. What Master Data Element Represents The Legal Authority To Spend Monies?
6. What Categories Of The General Ledger Accounts Are Used To Capture Postings In Account's Receivable?
7. Where Are The Financial Details Stored For Individual Customer Accounts?
8. What Is The Difference Between A Customer And A Vendor?

AASIS Support Center
Revised September, 2005

Stop! Think! Remember!

1 - 26

Write Your Answers Here:

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.



What You Must ALWAYS Remember When Posting Accounts Receivable (AR) Data In AASIS...

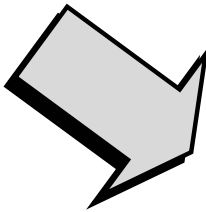
Every AR Posting Triggers Additional Postings That You WON'T See!!!



AASIS DOCUMENTS

UNDERSTANDING THE COMPONENTS OF AN AASIS DOCUMENT

Every Time You Park And/Or Post A Financial Business Transaction (Accounts Receivable And/Or Accounts Payable), AASIS Creates A Financial Document. An AASIS Document contains the following components:



- 1. Document Header**
- 2. Document Type**
- 3. Document Number**
- 4. Posting Keys**



AASIS DOCUMENTS

UNDERSTANDING THE COMPONENTS OF AN AASIS DOCUMENT

The DOCUMENT HEADER Section Contains Reference Data.

- 1. User Name**
 - 2. Document Creation Date**
 - 3. Posting Date**
-

SYSTEM USES FOR DOCUMENT HEADER INFORMATION

- Identifies The Person(s) Who Performed The Business Transaction Steps Associated With The Document**
 - Identifies The Document Creation Date, Providing A System Time Frame Between Creation (Posting) and Completion (Posting)**
-



AASIS DOCUMENTS

UNDERSTANDING THE COMPONENTS OF AN AASIS DOCUMENT

DOCUMENT TYPES ...

- 1. Identifies The Financial Module For Which The Document Is Used**
 - 2. Contains A Document Number Range Assignment**
 - 3. Contains Additional Restrictions When Applicable**
-

SYSTEM USES FOR DOCUMENT TYPE INFORMATION

- **Enables Retrieval Of Detailed Transactional Data Per Module Area**
 - **Enables Supervisory Review Prior To Posting**
 - **Prevents Unauthorized Uses Of Some Document Types**
-



AASIS DOCUMENTS

UNDERSTANDING THE COMPONENTS OF AN AASIS DOCUMENT

A DOCUMENT NUMBER RANGE Is Assigned To Each Document Type.

While Exceptions DO Apply, Generally Speaking Document Numbers Are 8 Digit Numbers.

SYSTEM USES FOR DOCUMENT NUMBER INFORMATION

- **Enables Retrieval Of Detailed Transactional Data By Single And/Or Multiple Document Numbers**
- **Enables Troubleshooting Solutions**

**REMEMBER!
UNDERSTAND!
USE CORRECTLY!**



AASIS DOCUMENTS

UNDERSTANDING THE COMPONENTS OF AN AASIS DOCUMENT

POSTING KEYS Are 2 Digit Numbers Used To Determine The Account Type (Customer\GL) And The Posting Type (Debit/Credit) For That Document.

The Document Detail Section Consists Of 2 Or More Lines Of Debits And Credits That **MUST** Balance To Zero Before A Document Can Post.

SYSTEM USES FOR POSTING KEY INFORMATION

- **Restricts Account Selections (GL or Sub-ledger)**
- **Defaults In Many Transactions**
- **Required Transactional Field If Not Defaulted**
- **Enables Troubleshooting Solutions**

**REMEMBER!
UNDERSTAND!
USE CORRECTLY!**



AASIS DOCUMENTS

UNDERSTANDING ADDITIONAL POSTINGS

When A Document Posts To A General Ledger Account, AASIS Also Creates Additional Postings.

Additional Postings Facilitate Reporting By Fund And Cost Objects.

They Also Keep System Funds Balanced.

SYSTEM USES FOR ADDITIONAL POSTINGS

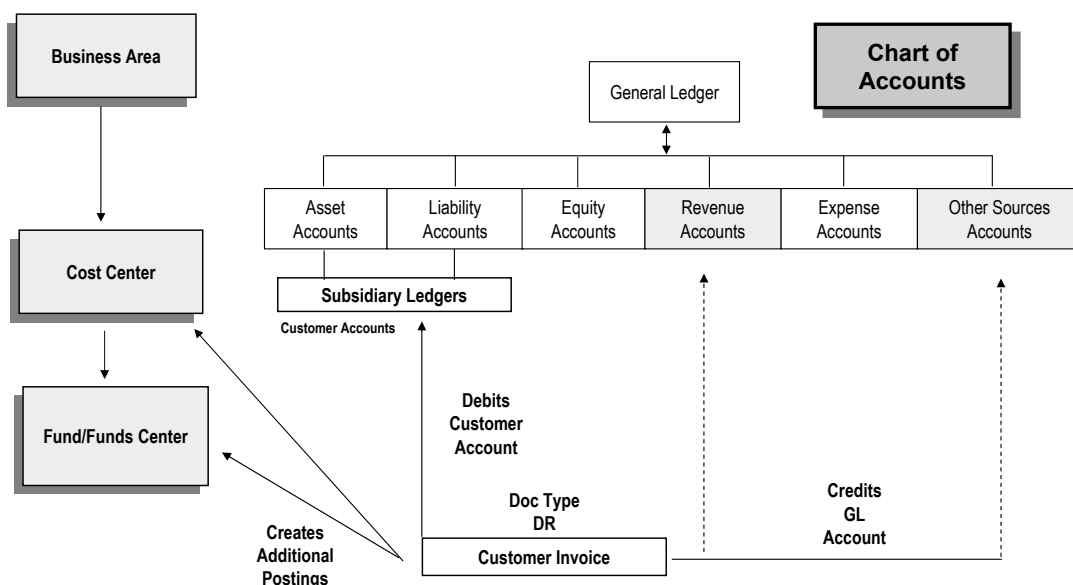
- **Creates A Controlling Document (When Applicable)**
- **Creates Funds Management Document (When Applicable)**
- **Creates Special Purpose Ledger Entries**
- **Enables Troubleshooting Solutions**

**REMEMBER!
UNDERSTAND!
USE CORRECTLY!**



AASIS DOCUMENTS

UNDERSTANDING ADDITIONAL POSTINGS



REMEMBER!
UNDERSTAND!
USE CORRECTLY!